

22 SEP 1972

Promotion Procedures Within IC Staff

1. The following procedures will be followed for all promotion actions within the staff:

a. After a supervisor has decided to put forward an individual for promotion, he should come up and discuss it with Tom Parrott and me, bringing with him a draft of the proposed recommendation, together with the employee's file.

b. If the action is approved, the supervisor will then prepare the final recommendation.

c. All typing and paperwork in connection with promotion actions should be handled by

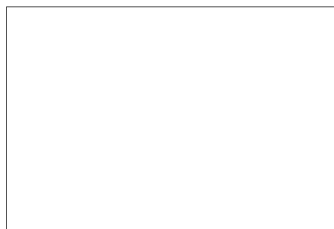
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2. It should be the objective of all supervisors that all promotion actions be kept confidential until the promotion is finally approved and the individual duly informed. In the event, on the other hand, that an employee should ask whether he or she is being considered or recommended for promotion, a truthful reply should naturally be given. Under no circumstances should discussion of promotion be a part of the regularly scheduled fitness report.

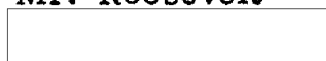
(Signed) Bronson Tweedy

Bronson Tweedy
D/DCI/IC

cc: Mr. Parrott



Dr. Oldham
Mr. Roosevelt



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